



**U.S. DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL WEATHER SERVICE  
Silver Spring, Md. 20910

MEMORANDUM FOR: All NWS Regional Headquarters, Regional Maintenance Specialists, Electronic Systems Analysts, and Electronics Technicians [Engineering Handbook (EHB)-15 distribution]

FROM: W/OPS1 - Mark Paese (Acting) **April 29, 2002 (9:10am)**

SUBJECT: Transmittal Memorandum for EHB-15, Issuance 01-03

1. Material Transmitted:

Pen and Ink Changes to Engineering Handbook No. 15, Occupational Safety and Health.

2. Summary:

Pen and ink changes to the following Sections of EHB-15:

- a. Section 1, Fall Protection, paragraph 1.3.9 (page 1-3)
- b. Section 21, Laser Safety, paragraph 21.3.8 (page 21-2)
- c. Section 30, Office Safety, paragraph 30.3.8 (page 30-3)

3. Effect on Other Instructions:

None

**GENERAL:**

This document provides pen and ink changes to the sections 1, 21 and 30 of EHB-15.

**PROCEDURE:**

Perform the following pen and ink changes to the EHB-15 sections as shown below (redline and strikeout method was used to show changes).

**Section 1, Fall Protection**

Revise paragraph 1.3.9 on page 1-3 as follows:

1.3.9            Training

- a.        Fall protection/**rescue** training shall be provided for all NWS employees required to climb, work on and descend structures in performance of their job duties. **Fall Protection/rescue re-certification shall be required every two years for personnel who attended the initial fall protection/rescue training course.**
- b.        Training shall be provided by a competent person as defined in 29 CFR 1926.503 (a)(2).
- c.        **A written certification shall be generated by the training organization that contains the name of the employee trained, the date of the training and the subject of the certification for each individual successfully completing the training. Training records shall be maintained by the site safety or environmental/safety focal point or his/her designee.**
- d.        The training shall consist of but not be limited to the following:
  - (1)      Recognition of the hazards related to falls.
  - (2)      Procedures to be followed to minimize hazards related to falls.
  - (3)      Successful demonstration of the ability to use fall protection equipment by trainees.
  - (4)      Procedures for inspection of equipment such as

harnesses and lanyards.

(5) Rescue techniques.

e. Re-training shall be required when:

(1) Changes in the workplace render previous training obsolete.

(2) Changes in the types of fall protection systems or equipment to be used render previous training obsolete.

(3) Affected employees fail to retain the requisite knowledge of skill provided by the training.

#### **Section 21, Laser Safety**

Revise paragraph 21.3.8 on page 21-2 as follows:

21.3. 8 Training should be provided to employees working ~~around~~ **with** Class 2 and 3a lasers or laser systems (e.g., laser pointers and hand-held barcode scanners) to educate employees against the misuse of the laser products. Attachment A contains information that may be provided for education of laser pointer users.

#### **Section 30, Office Safety**

Revise paragraph 30.3.8 on page 30-2 as follows:

30.3.8 Workstation Ergonomics. Musculo-skeletal problems may be encountered by NWS personnel involved in computer operations. Most ~~effected~~ **affected** are the neck, shoulders and the back. Other ~~effected~~ **affected** parts of the body are the arms and hands and, occasionally, the legs. The degree of impact on personnel can be reduced by following the requirements listed in NWS Occupational Safety and Health Procedure 25, "Ergonomics."